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CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

CEA

CAREER EXECUTIVE ASSIGNMENT

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EXAMINATION ANNOUNCEMENT

DEPARTMENT: CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM
(CalPERS)

SALARY: \$7302 - 8854

POSITION TITLE: Chief, Health Policy & Plan Administration Division

FINAL FILING DATE: January 7, 2005 or Until Filled

BACKGROUND

CalPERS is the largest public pension fund in the United States with a current investment portfolio of over \$177 billion. It serves over a million active members, retirees, survivors and beneficiaries through its retirement and health benefit programs, and pays over \$6.3 billion in retirement benefits annually. The membership in CalPERS' retirement program is comprised of roughly one-third State employees, one-third employees of the 2,519 local public agencies that contract with CalPERS for retirement benefits, and one-third classified school employees. In addition to the well-known retirement program, CalPERS administers a health program that serves as a national model of managed care. The Health Policy & Plan Administration Division (HPPA) oversees the contract management functions and plan development for 3 health maintenance organization (HMO) plans, and provides oversight for 3 association plans. This includes: the annual evaluation of premiums and benefit structures; analyzing the financial reporting by carriers; examination of provider network adequacy and remedial action in the event of network disruption; quarterly review of HMO plan operations as they relate to CalPERS; the review of alternative approaches to health care; the review and evaluation of prospective plans;

and the annual negotiation and preparation of carrier contracts. In addition, staff monitors and analyzes federal and state legislation impacting the Health Benefits Program.

DUTIES/RESPONSIBILITIES

Under the administrative direction of the Assistant Executive Officer, Health Benefits, directs the overall administration of the Health Policy & Plan Administration Division for CalPERS. The position is responsible for developing product and benefit design options, incentives/performance objectives, and quality assurance and cost containment initiatives. The position participates in the development of CalPERS strategic planning process, as well as developing the Division's annual plan, ensuring that deliverables are met. The position provides expert technical advice and policy direction to Executive staff and the Board of Administration on critical issues related to health care and the Health Benefits Program. This includes representing CalPERS before the legislature, Board of Administration, employee/retiree groups and professional affiliates on matters relating to health care. In addition, the position also prepares and presents complex agenda items to the Board of Administration on health care issues of major significance that impact CalPERS members, customers and stakeholders. The position also plays a major role in program planning for health benefits, including future direction on program policy and design, quality initiatives, provider network issues, and new health products.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status,

Or II

Must be a legislative employee who meets the requirements of the Government Code Section 18990,

Or III

Must be a nonelected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992.

In addition, applicants must satisfy the following minimum qualifications:

Ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge and a demonstrated understanding of nationwide trends and program innovations in the health and managed care industries; a thorough knowledge and understanding of the health care provider network, availability of services, an understanding of the insurance industry, medical risk pools, and the medical-corporate structure; working knowledge of the purpose, principles, and problems of public employees' retirement systems; in depth knowledge of, and ability to interpret and apply appropriate provisions of the California Public Employees' Medical & Hospital Care Act (PEMHCA), Knox Keene Act, related insurance and managed care laws and the Public Employees' Retirement Law (PERL); organization and functions of California State government, including the organization and practices of the California Public Employees' Retirement System, the Legislature and the Executive Branch; working knowledge of the purpose, principles, and problems of public employee health benefit program systems; principles, practices, and trends of organization development, training, and employee development, human resources management, leadership and public administration; concepts and techniques for organizing and motivating groups; developing

effective strategies for conducting member educational programs, and evaluating a broad range of program needs and formulating appropriate action.

2. Ability to plan, organize, and direct the work of multi-disciplinary professional and administrative staff; analyze administrative and organizational policies, procedures, and practices; integrate the activities of diverse programs to attain common goals; gain the confidence and support of all levels of staff, included but not limited to top level administrators, and senior management staff, and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the private sector, the public and the Legislative and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the Department's or Agency's equal employment opportunity objectives.

These knowledge and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies. (Experience may have been paid or volunteer, in State service, other government settings or in a private organization.)

DESIRABLE QUALIFICATIONS

1. Strong leadership skills and demonstrated ability to think strategically and function effectively as a member of a top management team.
2. Strong management skills, particularly in the area of policy and program direction related to health care administration, and the demonstrated ability to monitor workloads and accomplish stated objectives.
3. Experience in an administrative or executive capacity with responsibility for policy development and program administration, especially in a medical administrative or health benefits setting.
4. Demonstrated communication and negotiating skills and experience presenting issues before a wide range of audiences including a board or similar body.
5. Thorough knowledge of health care and managed care industries, health care economics, administration, financial mechanisms, and business strategies.
6. Knowledge of the California Public Employees' Retirement System's organization, goals, functions and policies.

PERSONAL CHARACTERISTICS

Acts in a professional manner and demonstrates a high degree of integrity, honesty, and ethical behavior; demonstrates openness and trust; establishes and builds rapport by modeling values-based behaviors; strong interpersonal and mentoring skills; promotes teamwork and cross-functional collaboration and communication in support of CalPERS strategic goals; and promotes a high-performance culture where employees are encouraged and enabled to perform to their greatest potential.

FILING INSTRUCTIONS

All interested applicants should submit:

- A standard State application (Form 678), a current resume, and
- A **Statement of Qualifications**, no more than three pages single-spaced, specifying how the desirable and minimum qualifications are met.

Please submit application, resume, and Statement of Qualifications to:

**California Public Employees' Retirement System
Human Resources Division, Attention: Heather Mercer
400 P Street, Room 3260
Sacramento, CA 95814**

Applications will be accepted until January 7, 2005 or until the position is filled. Please include the names and telephone numbers of at least two references. Questions concerning this examination should be directed to Heather Mercer at (916) 795-1568.

EXAMINATION INFORMATION

Applications and Statements of Qualifications will be screened on the minimum and desirable qualifications as stated in this announcement. Job-related criteria will be used to comparatively rank qualified candidates. Interviews may be conducted if deemed necessary. All candidates will be notified in writing of the examination results.